

DTS-L Business Procedures
APPENDIX C
SAMPLE TRAVEL AUTHORIZATION

Sample copy of DTS-Limited default Travel Authorization from DTS-Limited, Level 2.

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=====
06/27/01 TRAVEL AUTHORIZATION | DOC NO: TA-DA012TO-AAAO
PAGE 1 ** Read Privacy Act On Last Page ** | AUTH NO: TA-DA012TO-16
=====
1) NAME: Greek, Olympia A. SSN: 100-11-1111
   ADDR: 123 Mountain Road PHONE:
   Athens, GA. 33333 MAIL CD:
   DUTY: Athens, GA TZ: 6 ORG: DA012TEST
   RES: Athens, GA SEC CLR: C C, Goddess Div
   HOURS: 8 CARD: CARD HOLDER
   Tech Status Air Crew Status
=====
2) AUTH NO:TA-DA012TO-16 DATE: 06/27/01 TYPE: AA-ROUTINE TDY/TAD
=====
3) TRAVEL PURPOSE: A-ATTEND CONFERENCE
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4) GENERAL ITINERARY
=====
DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE
-----
07/09/01 D-RES: Athens,GA
07/09/01 A-HAMPTON,VA 99/38
07/11/01 D-HAMPTON,VA
07/11/01 A RES: Athens,GA
=====
5) OTHER AUTHORIZATIONS (6) EST COST ADV AMT
COM. CARR 500.00 0.00
LODGING 218.00 0.00
M&IE 95.00 0.00
OTHER 3.90 0.00
RENTAL CA 90.00 0.00
TRANSPORT 35.70 0.00
TOTAL 942.60 0.00
ADVANCE AUTHORIZED 0.00
=====
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7) ACCOUNTING CLASSIFICATIONS EST COST
TEST - IBA - GRE1111TI00002^^21^2001^2020^0000^^22^2010^^2^^4313980
0000^^^XYZZ^00^21T2^^APC001^^^023185^***** 942.60
=====
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8) REMARKS
Commercial transportation will be to the traveler's Individually Billed Account
(IBA/Government Credit Card). * Travel voucher will be submitted to DFAS-DNO, D
EPT 3700, 8899 E. 56th ST., Indianapolis, IN 46249-3700, within 5 days of comple
tion of travel. Official travel arrangements purchased through a commercial tra
vel office (CTO) not under contract with the government are not reimbursable. O
fficial telephone calls and faxes authorized.
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Ver=7.1=Copyright 1998 Gelco Information Network GSD, Inc.==10)FUNDS OBLIGATED==
9) AUTHORIZED BY TITLE DATE INITIALS DATE
Joe Test Depot Manager
DTS-L //SIGNED//
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=====
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11) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM	TO
Ticket 1	250.00	AA			ATL-Atlanta,	ORF-Norfolk,
Ticket 2	250.00	AA			ORF-Norfolk,	ATL-Atlanta,

12) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
07/09/01		D-RES: Athens,GA			
07/09/01			CP	250.00	Air Fare (GOVCC-I)
07/09/01		A-HAMPTON, VA			
07/09/01			CA	90.00	Commercial Auto
07/09/01			PAL	10.35	Pvt Auto-Local
					Mileage: 30
07/11/01		D-HAMPTON, VA			
07/11/01			CP	250.00	Air Fare (GOVCC-I)
07/11/01			PAL	10.35	Pvt Auto-Local
					Mileage: 30
07/11/01		A RES: Athens,GA			

TOTAL TRANSPORTATION EXPENSES 610.70

13) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM RATE	OTHER EXPENSES	AMOUNT
07/09	99.00	99.00		28.50		0.00
					GOVCC ATM ADVANCE FEE	1.90
					GOVCC ATM SERVICE FEE	2.00
07/10	99.00	99.00		38.00		0.00
07/11	0.00	0.00		28.50		0.00
					Gasoline-Rental/Govt	15.00
					Hotel Room Tax	20.00
						38.90
						198.00
						95.00

VR7.1=RATE TABLE DATE=06/01/01=Copyright 1998 Gelco Information Network GSD, Inc

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06/27/01 ACCOUNTING DETAIL |Doc No: TA-DA012TO-AAAO
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ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-I-PD	500.00
LODGING-PD	218.00
M&IE-PD	95.00
OTHER-PD	3.90
RENTAL CAR-PD	90.00
TRANSPORT-PD	35.70
TEST - IBA	942.60

Organization: DA012TEST
GRE1111TI00002^^21^2001^2020^0000^^^22^2010^^2^^43139800000^^^XYZZ^00^
21T2^^APC001^^^^023185^^^^^^^^^^^^^^

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06/27/01 DOCUMENT HISTORY |Voucher: TA-DA012TO-AAAO
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STATUS	DATE	TIME	SIGNATURE NAME
CREATED	06/27/01	11:40ES	Olympia Greek
SIGNED	06/27/01	11:46ES	Olympia Greek
ADJUSTED	06/27/01	11:48ES	Susan Que
REVIEWED	06/27/01	11:48ES	Susan Que
FUNDED	06/27/01	11:55ES	Joe Test
APPROVED	06/27/01	11:55ES	Joe Test

I certify that the electronic signatures listed above are
valid and on file.

SIGNED

DATE

NOTE: No signature is required. The last person in the routing list (the AO/CO or Certifying Officer) applied the APPROVED stamp and is peculiarly liable for obligating funds.